

## **Tips regarding the process for becoming a certified independent provider.**

- Create an account with DODD
  - Write down your username, password, and email associated with your account.
  - You will receive an email to verify your account
- You will need to know what services you are going to provide. If you are unsure of the services to provide you may contact one of the Provider Development Coordinators.
  - The following link includes descriptions of waiver services:  
<https://dodd.ohio.gov/wps/portal/gov/dodd/waivers-and-services/services/services>
- Once you have your DODD account, complete the Independent Provider Initial Training on MyLearning
  - Sign onto your DODD account!
  - Click on the MyLearning tab
  - Click on See All Courses to see a list of all trainings available.
  - Print out your transcript at the end of the training.
- You will need to obtain First Aid/CPR certificate from a certified instructor who does the in-person skills assessment.
- You will need to obtain a Supplier ID, [www.supplier.obm.ohio.gov](http://www.supplier.obm.ohio.gov)
  - Login with same username and password used with your DODD account.
  - It may take several days to receive an email. You will receive an email with your supplier ID, print out the email to upload to your application.
- EVV
  - <https://medicaid.ohio.gov/resources-for-providers/special-programs-and-initiatives/electronic-visit-verification/non-agency-training>
  - Sign up for an account with Sandata
  - You will receive a confirmation email that you have enrolled in the course
  - Homemaker Personal Care (HPC) providers are required to use EVV
- If you are a nurse, you will need to apply for a MPN
- Obtain NPI, <https://nppes.cms.hhs.gov/#/>
  - You will enter taxonomy code(s) that match what services will be on your certification.
- Non-Medical Transportation (NMT) (to/from work/school)
  - If you will be providing Non-Medical Transportation you will need to obtain a Driver's Abstract from the BMV, no earlier than 14 days prior to submitting your application.
  - The vehicle will need to be inspected by the Ohio State Highway Patrol or a certified mechanic, if you are transporting 5 or more individuals at a time. This will need to be completed annually.

- HPC Transportation
  - Obtain Driver's Abstract from BMV, no earlier than 14 days prior to submitting your application.
- You will need to have a background check (BCII) completed. The code is 5123.169
- If you have not lived in the state of Ohio for 5 years or more, you will also need to get a FBI check completed. The code for the FBI check is 5126.28
- We recommend the BCII/FBI check(s) be done prior to completing your application. The results of the BCII/FBI check(s) will be sent directly to DODD. The address is

Ohio Department of DD  
30 E. Broad Street 13<sup>th</sup> Floor  
Columbus, Ohio 43215

- Once you have all of the following documents, you will upload them to your application on DODD's website through PNM application.
  - When you are gathering your documentation, scan and upload to your computer as PDF files, and name the file what it is (ex. Driver's License, Social Security Card, etc.). It will make uploading the documents easier. Do not scan them as one file, scan each item separately.
  - Social Security Card
  - Birth Certificate
  - Copy of HS diploma, GED, or proof of college
  - Driver's License or state ID
  - Certificates from trainings
    - Initial Provider Training
    - EVV Training (if applicable)
  - Insurance Card (if applicable)
  - Driver's abstract (if applicable)
  - Supplier ID email
  - CPR certificate
  - First Aid certificate
  - W9 (signed)
  - Additional information may be needed
- Review all information prior to submitting. A misspelling or incorrect number could result in the application getting rejected.
- Once you submit your application you will pay a non-refundable fee.
  - DODD application fee as of May 2019 (Currently they have waived the fee) (subject to change)
    - Independent Provider \$125
- DODD has 30 days to review your application. Then it will be sent to Ohio Medicaid for approval.
  - DODD may request additional documentation or have questions.

- Each additional request for documentation or question begins another 30 days for review
- Once DODD approves your application it will then be sent to Ohio Medicaid
- Once you are notified of your final certification approval, please forward the certification to all counties you want to provide services in
  - To submit your certification to Geauga County please email the certification to <mailto:mmcgrath@geaugadd.org>
- Additional training is available at GCBDD after you are certified, <https://www.geaugadd.org>
- You must sign up for Health & Welfare alerts on DODD's website, <https://dodd.ohio.gov/wps/portal/gov/dodd/your-family/all-family-resources/Subscribe>
- Your certification is active for 3 years, then you will need to recertify

**Provider Support Contact Information:**

Margaret McGrath, Provider Certification/Compliance mail to :[mmcgrath@geaugadd.org](mailto:mmcgrath@geaugadd.org) (440) 729-9406 ext. 1504

**Provider Support Contact**

Scott Ashburn, Provider Support, mail to :[sashburn@geaugadd.org](mailto:sashburn@geaugadd.org) (440)729-9406 ext. 1515